

MINUTES
Recreation Commission
City of Willoughby Hills
April 4, 2018

CALL TO ORDER: 7:02 PM

PRESENT: Chairman Jim Walsh, Dee Germano, Sandy Grubiss, Lynn Hallum,
Joseph Jarmuskiewicz and Kristina Zeleznik.

ABSENT: Vice-Chairman Jeff Fruscella and Jeanne Kaston

ALSO PRESENT: Recreation Coordinator Gretchen Weitbrecht and Katherine Lloyd, Clerk pro tem.

Chairman Walsh noted that Jeff Fruscella contacted him.

DISPOSITION OF the MINUTES OF March 7, 2018

MOTION: Joseph Jarmuskiewicz moved that the Commission approve the minutes of March 7, 2018 as present.
Seconded by Sandy Grubiss.
Voice Vote: Ayes Unanimous
Motion passes 6/0

CORRESPONDENCE

- Email to 3/28/18 News-Herald RE: 4/4/18 Recreation Commission Meeting
- See Correspondence Sheet.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

The Recreation Committee of Council will meet on Thursday, 4/12/18 at 6:00 PM prior to the City Council Meeting. We will discuss the MOU from the Boys League. There have been some very significant changes made to it regarding financial responsibilities of the city. Gloria will provide a copy of the updated MOU to Mr. Hallum. He will send it out to everyone who has been invited to the meeting. The Commission members are welcome.

RECREATION REPORT (Gretchen Weitbrecht)

- **Sports Update:**
 - Baseball: 74 young men registered. \$3,650 in fees was collected to date.
 - Softball: 50 names for softball. There are 15 incomplete registrations. Joe reported there will be no 10U and 14U softball teams. There are 22 girls for the two 8U teams. There is one 12U team with 12 girls and one 18U team with 15 girls.
- **Breakfast with Santa Recap:** Report is in progress.
- **Spring Craft Show on March 3rd Recap:**

There were 66 paid vendors. They generated over \$3,500.00. The vendors donated items that were raffled. The raffle generated another \$300.00 in ticket sales. Expenses were less than \$25.00 spent on beverages and cups, etc. There were 460 people through the doors. Vendors commented that the spring attendance was less than the attendance in the fall. They said that was the pattern in past years. It is a good event to have.

- **Pancake Breakfast Recap:** Sunday, 3/11/18: Recreation Commission
 - There were 446 people through the door which generated a little over \$2,700.00 in ticket sales. Expenses were close to \$1,120.00. It was a positive atmosphere and was well attended. Everything went smoothly and the food was delicious. All of volunteers were fantastic.
 - Gretchen had 36 Lions tickets gathered. That income was not counted.
 - Sandy was concerned about changing the batter this year. She had many comments that it was even better. The batter came from 'Flavors on the Avenue'.
- **Easter Eggstravaganza Party held at Calvary Assembly Recap:** Saturday, March 24th 10:00-2:00.
 - 502 people pre-registered. 44 volunteers pre-registered off-site. We had 471 people at the registration table but not everyone checks in. A conservative estimate of 600 people attended. Total of 22 prizes were given away: 12 to Pre-registered families, 7 to the Coloring Contest and 1 to the Jelly Bean Guess. The guess was 341 jelly beans; 343 were in the jar.
 - There was good community input. Pat O'Brien Chevrolet donated \$750.00. La Vera Party Center donated \$250.00. Texas Roadhouse gave 200 eggs pre-stuffed with Free Children's Meals. Chick-fil-A donated 375 cards for free ice cream for the kids.
 - We had many volunteers and good weather. There were special things to see and do. Willoughby Hills Service Dept. made a special effort to have the Fire House Bounce House out. The Fire Department had 2 vehicles there for the kids. Pat O'Brien had 5 vehicles there. There were 3 police officers help with traffic. It was a successful event.
 - Follow-Up Meeting with Gary will be on 4/19 or 4/26. We need to get notice to everyone.
 - Marketing Discussion re: What was done here that could better market some of the other events. Calvary has a website called 'Eggwhills.com'. Participant and Volunteers were asked to register on the website. Sandy had the web address listed on the Recreation page with a link to the sign up. The registration asked where people lived, where they attended Calvary church. There were 6-7 churches involved. It was also promoted through the circle of churches. At the Follow-Up meeting, we can ask about getting the email addresses and other information from the registration.
- **Safety Town:** June 25 through June 29th

We met with the two police officers from the Department who will teach Safety Town this year. There will be a morning and afternoon session. 2-3 high school students who have volunteered in the past will help with the kids' morning sessions. If more help is needed, Gretchen will advise at the next meeting. Registration forms are available. Gretchen is reaching out to primarily the same groups who were at Safety Town last year. Dr. Dennis from the Animal Hospital has already committed. She has also contacted Ellen Crane who has been very supportive in past years.
- **Captains Game – WH Day:** Saturday, July 28th at Classic Park with the Lake County Captains. Brochures are available. Gretchen asked for suggestion of businesses where she can set out the brochures.
- **Community Center & Rental Report:** The March report was in the packets for review. March did pretty well, especially considering that the O'Ryan room was not rent-able for 4 of the 5 weekends in March. We were closed on Easter and there were 2 Pancake Breakfasts and the Craft Show.
- **Proposed 2019 dates for the Recreation Commission:**

The only question is Unity Day 2019. Gretchen has 5 inquiries now.

- Pancake Breakfast- Should we have more than just one Pancake Breakfast in 2019 given the results on April 11th? We had cut back from 2 Rec and 1 Lions to 1 Rec and 1 Lions. In view of the crowds and positive response, we might want to discuss going back to 2 Rec Pancake Breakfasts in 2019. For next meeting, we need last year's numbers for all 3 weekends. Chris will bring them.
- Unity Day
 - 2018 Unity Day is already set. VFW has saved the weekend of the 8th and 9th. There are no other dates open, except potentially 9/9/18 at the Community Center.
 - 2019 Unity Day discussion, continued.
 - 9/14 Sat. with Touch-A-Truck – date for Community Center will be temporarily blocked off for community event. Fire Dept. has not gotten back to Gretchen. They used to be combined. If someone inquires about 9/14, get their contact info.
 - 9/7 Sat. at VFW- does not need to be blocked off. Is it an event worth pursuing? It's a lot of work. The 1st year turn-out coincided with 9/11 on a Sunday afternoon. Last year was on a Saturday morning, 11-4:00. The turn-out was lower. Working with the VFW is a real asset to the community. It is community-minded. It takes time to take off.
 - Questions and Comments: If at all? When? Whether to join the 2? What type of attendance expected? Figure out 2018. Some of 2019 will be outcome of 2018.
 - Straw Poll:
 - General Comments- Want to see the event succeed, whatever the formula is. Have the VFW participate, have a table, make and sell food at Community Center. Consistency in names and dates. They are 2 separate kinds of events.
 - Involve Churches- invite them to co-host the event.
 - Same Day -'Combined'- piggyback- Something to try - Majority
 - Touch-A-Truck goes 10:00-2:00 by the Fire Dept. & City Hall. It ends when the helicopter takes off.
 - Unity Day 2-7:00 at Community Center.
 - Start with, will the Fire Dept. mind if we 'piggyback' on their event?
 - VFW - Veterans support and help us. Reach out to residents for input and help with planning and implementation.
 - Plan: Keep Unity Day 2019 on Unfinished Business for May to keep the discussion going. Gretchen is holding 9/14 date at the Community Center.
- High School use of WH facilities for tennis & baseball
 - Weather has not been 'permitting'. Eastlake Tennis plans to use the tennis courts. Willoughby Soccer League plans to start about April 15th. Willoughby South freshman baseball is not using the fields at this time. Gretchen is waiting for schedules from the Boys League, Softball League and the Churches. The church group combination of Willoughby United and St. Noel is joining forces with Richmond Hts. Church League. They will ask for Campbell Field on Mondays and Wednesdays. Contact Jack Ross and let the scheduler know that Mondays and Wednesdays are not available so the schedule of boys' games on Campbell can be worked around those dates. The Church Leagues have been there for years. Boys do not start until about June 1st. Lynn asked Gretchen to advise the Girls' Leagues when they can go outside on the fields. They are doing indoor practices.

- Insurance coverage verified with Gloria, the Mayor's Administrative Assistant. City has the Certificates of Liability. It comes from each entity that will play on the fields. Gretchen keeps them on file.
- **Agenda 2018 Calendar:**
Quilt Hanging is listed for Monday, November 15th. Date confirmed with Gloria. We usually hang on Tuesday but Election Day is on Tuesday.

460 FUND - March 2018.

The unencumbered ending balance at the end of March is \$32, 896.92. Gross receipts from the Rec Pancake Breakfast will be held. Wait until the final results are in. Then they can be used for Unity Day
Bleacher money is not shown as being encumbered.

UNFINISHED BUSINESS

- **Concession Stand at Roemisch Field recap:**
Decision on the plaque is on hold until the Boys League determines what will be done with the concession stand. Wait to hear from the Boys League. Keep on Unfinished Business for May meeting.
- **Sanctioning Groups for Community Center**
 - **AFS Northeast Ohio/Lake County Chapter**
When the application was originally submitted, it said 'Sanction for 2017' rather than 'Sanction for 2018'. The 2017 date was not corrected. Debra Bryda contacted Gretchen again this year. They would still like to be sanctioned for 2018. This group has been sanctioned before. AFS volunteered at the Pancake Breakfast. There were 8 kids busing table and pouring coffee this year. They do work at the Children's Halloween Party. There is precedent.

MOTION: Lynn Hallum moved that the Commission approve the sanction of the AFS Northeast Ohio/Lake County Chapter for the Community Center.

Seconded by Dee Germano.

Roll call vote: Ayes unanimous.

Motion passes 6/0.

- **North Coast Lions**
Linda Fulton is here representing the North Coast Lions. The group is community based, especially in Eastlake, Wickliffe and Willowick. They requested a one-time sanction. The applicant has a hold on the O'Ryan Room for Saturday, 11/3/18 based on the outcome of whether they are sanctioned or not. Their application was previously tabled due to questions about how involved the North Coast Lions are in the Willoughby Hills Community. We do not sanction the organizations in neighboring communities unless they specifically do projects in Willoughby Hills or benefit the lives of City residents.

They have helped when asked to help. Chief Harmon asked them to help with food for Touch-A-Truck. Willoughby Hills Lions seem to do everything. Many of the members in their club are residents of Willoughby Hills.

They provided the plastic safety bucket for every class in the Willoughby-Eastlake Schools and the Wickliffe School. The pail has safety items in it in case there is a lock-down. The safety items are donated. They do the vision screening for all of the kindergarten students in Willoughby-Eastlake. When asked if they would be willing to do vision screening or something like that at a community event if the Rec Commission had a need for it in the future, Linda Fulton stated that it was possible if they have a doctor available.

MOTION: Joe Jarmuskiewicz moved that the Commission approve the sanction of the North Coast Lions for the Community Center.
Seconded by Sandy Grubiss.
Roll call vote: Ayes and 1 Abstention (Hallum)
Motion passes 5/0.

Additional Discussion:

Jim suggested that the two Lions Clubs reach out to each other.
Linda Fulton asked if the sanction is for this year. Jim assured her that it is for 2018. The Recreation Commission considers sanctions every January when they come up for renewal.

- **New Bleachers:**

- The Park and Facilities Catalogue Bleachers were approved at the March meeting pending resolution of the questions still unverified re: correct size and ADA compliance. Gloria emailed the Park and Facilities Catalogue and copied Sandy. The Park and Facilities Catalogue has verified that they are 28 ½ inches high (which complies with the City's Insurance Company) and that they are ADA compliant. We now need to approve the Park and Facilities Catalogue bid of \$7,551.64 for 6 units delivered. Then a requisition can be submitted.

MOTION: Sandy Grubiss moved to approve the Park and Facilities Catalogue bid for \$7,551.64 for six 4-row aluminum bleachers delivered.
Seconded by Joe Jarmuskiewicz.
Roll call vote: 6 Ayes
Motion passes 6/0

- **Bleacher Installation:**

- Assembly Cost by the WH Service Dept. was estimated by the Road Superintendent at about \$250.00 in manpower to assemble one unit. Total cost to assemble 6 units = \$1,500.00.
- Pads for the Bleachers: They are required to meet the 5-inch requirement. Estimated cost to construct an 8 ft. x 15 ft. x 5 inch pad would be about \$300.00 for the actual concrete and abt. \$250 per pad in manpower to finish the concrete. Concrete and finishing Total for 1 unit = \$550.00. Estimated total to install 6 units = \$3,300.00.
- Estimated Assembly, concrete and Installation cost for 6 units: abt. \$800.00. (\$250 assembly/\$300 concrete/\$250 concrete finishing.) Estimated total to install 6 units = \$4,800.00.

MOTION: Joe Jarmuskiewicz moved to authorize \$5000.00 for the Willoughby Hills Service Department to install and assemble the 6 bleachers that are being purchased from the Park and Facilities Catalogue
Seconded by Lynn Hallum.
Roll call vote: 6 Ayes
Motion passes 6/0

- Fund Allocation: At the February meeting, Recreation Commission authorized Frank Brichacek to allocate \$16,500.00 from the 460 Fund for purchase and installation of the bleachers. Those funds are not in the April 460 Fund report.
- Memo will be sent by the Clerk to Service Director Mark Grubiss and to Frank Brichacek to allocate those funds to the Service Department for assembly and installation of the bleachers and to the Park and Facilities Catalogue for the purchase of the bleachers.
- **Tennis Courts / Pickleball Courts:**
Joe and Jim reported that there are several residents who are really interested in starting a pickleball program. Kyle had a quote of about \$1000 for re-painting existing tennis courts and installing removable tennis nets. That way the courts can be used for tennis or converted for pickleball. They are the 2 courts closest to Eddy Rd. Kyle re-sent the quote to Gretchen just before she left in December. Gretchen will send email to Jim. Equipment will initially be brought by the participants. Jim will ask the manufacturer to make a presentation to the Rec Commission re: the process for setting or removal of the nets and poles, how other communities handle the task and any recommendations they might have. Further discussion planned for next meeting.
- **The Roemisch Field Carving:** Waiting on the weather.
- **Advertising and Promotion of Recreation Commission Events:**
 - Facebook: Without any money, Sandy has been working on graphics for all events. She posted Events on Calendar through the Garage Sale Day. People can share or like the events on Facebook. The WH Garage Sale Day has been posted on a garage sale site for Lake County. 5 people are going and 159 people are interested. We need to have people 'Like' them, 'Comment' on them or 'Share' them. That gets the message out so more people can see them. The graphics were put on the 'Next Door' thing so people will know that Willoughby Hills does have a Facebook page. There has been a 7% increase in the people who like and follow the page. The Commission is asked to invite their family and friends to 'Like' the page on Facebook. Remember to 'Like, Comment and Share' the WH Facebook page.
 - Graphic: Sand put a graphic on Facebook that can be shared.
 - Events Flyer: It is a colorful sheet listing the Recreation events. It can be handed out at different events to cross promote events. It reminds people to look on the Willoughby Hills Facebook page for updates on the events. [Flyer passed around] This flyer can be distributed along with the Captain's Day flyers to businesses and other locations. They could be at checkout counters or in the windows. Gretchen has flyers on the table just outside her office in the Community Center. Gretchen will set some out in City Hall Joe asked about the scan-able QR Code
 - Mimi Magazine: Sandy is able to post an event for free on their website. 'Eggstravaganza' was posted there. She will post other events.
 - QR Code: Joe asked about putting a scan-able QR Code on the Events Flyer. He will look into that.
 - Word of Mouth: Talk it up.
 - Stickers: Suggested by Joe.
 - Need a 'Draw' for people to share their email addresses
 - Mail Chimp: Sandy showed Denise how to use it. Email can be sent to about 2000 email addresses people for free. She will show Gretchen.

NEW BUSINESS

1) "Rock N Roll Day" Partnership and Grant Proposal

Gloria explained the requirements to qualify for a grant. The Eggstravaganza event with its partnerships might qualify for next year. Ideas were discussed for getting other groups involved. Activities and games throughout the day would have a 'Rock N Roll' theme. Advertise the events together. Garage Sale applications could have flyers about the Car Show and activities to follow. Commission members would like to pursue the partnership. A sub-committee can be formed to brainstorm it. Lynn is willing to chair the sub-committee.

MOTION: Dee Germano moved that the Recreation Commission to partner with the Corn Fest Rock N Roll Day.
Seconded by Kristina Zeleznik.

Additional Discussion:

Funding is becoming increasingly more important. This is one day that the Community Center is not rented due to the Concert. Bouncy House(s) could be put in front of the Community Center.

Roll call vote: 6 Ayes

Motion passes 6/0

2) Continued Operations in the Light of Budgetary Reductions:

Jim Walsh stated that we, as the Recreation Commission, have to watch carefully over the next 30 days and be prepared at the next meeting to address a possible decrease in staffing in the Recreation Department. We need to look at that. We have to be cognoscent of it and we have to talk to it and we need to make sure that it will not interfere with any of our community events, planning, operation of the Recreation Center and so forth. That is what we are supposed to do as a Recreation Commission. We need to find out by the next meeting exactly what the level of funding and what the level of staffing is and start being ready to propose alternate approaches to make sure we can stay operational. It will affect our ability to operate. This will be scheduled under Unfinished Business at the next meeting. People and businesses in the private sector would be willing to donate money to keep some of this going.

Chris Hallum reminded everyone that, although we have been accustomed to having a Recreation Coordinator here, she is actually the Clerk Stenographer for the Recreation Department.

PUBLIC PORTION Opened at 8:36 PM

No Public Input

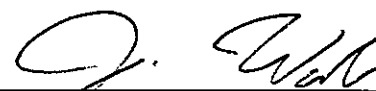
Public Portion closed at 8:36 PM.

Good of the Community Shout Out

Remember to 'Like, Comment and Share' the Willoughby Hills Recreation Commission Facebook page. .

ADJOURNMENT: Meeting adjourned at 8:37 PM by Jim Walsh


Katherine Lloyd, Clerk *pro tem*


Chairman
Date approved: 6-9-18

Note: Meetings of the Recreation Commission are recorded and recordings are public record.